

CASA Frequently Asked Questions

Loudoun County PRCS

- 1. How do I register?**
 - a.** In-Person registration is required at the PRCS Administration Office located at 20145 Ashbrook Place, Suite 170, Ashburn, VA 20147
- 2. What are the hours of the Administration Office?**
 - a.** 8:30AM – 5:00PM, Monday - Friday
- 3. What do I need to bring when registering?**
 - a.** The following documents are required at time of registration and can be found by visiting <http://www.loudoun.gov/casa> and clicking on the link for Registration Forms:
 - i.** Children's Programs Registration Form completed
 - ii.** Children's Programs Addendum completed
 - iii.** Complete copy of Commonwealth of Virginia School Entrance Health Form
 - iv.** Current identity verification for each child. Acceptable forms include original/certified copy of the child's birth certificate, birth registration card, passport or report card, and must be shown at time of registration.
 - v.** CASA/Before School \$45 non-refundable registration fee per family/per program.
- 4. Why are the documents above required?**
 - a.** CASA is a state licensed childcare program and the forms are required to comply with Virginia State Licensing.
- 5. What is the staff to participant ratio?**
 - a.** 1:18
- 6. What locations have a CASA program?**
 - a.** The following Elementary Schools and Community Centers host PRCS CASA programs: Algonkian, Arcola, Ashburn, Balls Bluff, Belmont Station, Buffalo Trail, Catoctin, Cedar Lane, Cool Spring, Countryside, Creighton's Corner, Kenneth Culbert (Hamilton), Discovery, Dominion Trail, Evergreen Mill, Frederick Douglass, Hillside, Horizon, Hutchison Farm, Leesburg, Legacy, Liberty, Little River, Loudoun Valley Community Center (Emerick, Lincoln), Lovettsville Community Center (Lovettsville), Lowes Island, Meadowland, Mill Run, Moorefield Station, Mountain View, Newton-Lee, Pinebrook, Potowmack, Frances Hazel Reid, Rosa Lee Carter, Round Hill, Sanders Corner, Seldens Landing, Steuart Weller, Sully (Forest Grove, Guilford, Sterling), Sycolin Creek, Tolbert, Waterford

7. What are the program hours for CASA?
 - a. School Dismissal until 6PM*
 - b. *Lovettsville Community Center, Hutchison Farm Elementary, Little River Elementary, Arcola Elementary, and Pinebrook Elementary CASA locations close at 6:15PM
8. Do you offer a before school program?
 - a. Currently before school is offered at Little River Elementary School in South Riding, VA.
 - b. Time: 6:30AM until school begins
9. My child takes medication, what forms do I need to provide?
 - a. CASA staff can administer prescription medication when medicine is in its original bottle and with a valid expiration date, and when the following form(s) are present:
 - i. Long Term Medication Form – Required when medication will be on site for more than 5 days and will require a doctor to complete
 - ii. Short Term Medication Form – Required if medication will be on site for 5 days or less
 - b. Where can I obtain the Long Term & Short Term Medication Form?
 - i. By speaking with your on-site CASA staff or emailing casa@loudoun.gov
 - c. To whom do I give the completed forms?
 - i. The site supervisor for your CASA location
10. What are the procedures for withdrawing from the program?
 - a. Parents must notify the program coordinator in writing two weeks in advance if you plan to withdraw your child from CASA. You may send an email to casa@loudoun.gov.
11. Will there be CASA on inclement weather days?
 - a. Before School is closed if there is a school delay
 - b. After school is closed if there is an early dismissal or school is closed
 - c. *Please note: CASA is not considered a LCPS Afterschool Activity. If LCPS closes early due to inclement weather, CASA will not be in session. If LCPS remains open until normal dismissal hour, CASA will be in session.
12. Does the CASA program offer childcare when school is out for holiday's and spring break?
 - a. The PRCS Department offers both schools out programming and winter/spring break programs. These activities can be viewed by visiting www.loudoun.gov/prcs and clicking on the link for "Activity Guide" on the left navigation menu.
13. When are payments due?

- a. Payments are due one month in advance on the 1st of the month child is attending, i.e. October CASA fees are due on September 1st.
- 14. Will I receive a reminder of payment due dates?
 - a. A monthly reminder will be emailed to households who have not made their payment
- 15. What are the components of an afternoon at CASA?
 - a. Active Play Time
 - b. Homework/Quiet Time
 - c. Snack Time
 - d. Creative Time
- 16. Are the participants split into groups based on age/grade or combined together?
 - a. The staff at each CASA location will regularly assess the group of participants enrolled at each location and, if necessary, group children to ensure a safe and positive experience for all developmental levels.
- 17. What is the tax identification number?
 - a. 54-094-8306
- 18. How do I get a childcare statement for my taxes?
 - a. Log into WebTrac at www.loudoun.gov/webtrac
 - b. Click on "My Account"
 - c. Click on "Print Childcare Statement"
 - d. If assistance is needed call the PRCS Administration Office at 703-737-8042 and ask for assistance